

Weekly Report for Week Ending 13 August 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 30 actions requiring the printing of 410,320 copies or sets of blank forms. This represents a substantial increase from the FY 59 weekly average of 26 actions and 347,493 copies.
- ✓ (2) Seven new and five revised forms were approved.
- (3) Two forms were redesignated.

b. Intangible

- (1) A request for 100,000 sets of a 12 part form for the Executive Registry/DCI has been cancelled pending further investigation as to its need. These forms would cost about \$7,500. [REDACTED] 25X1A9a
- ✓ (2) Designed a form for the Office of Logistics which will replace 5 bootleg letters and forms now in use. [REDACTED] 25X1A9a
- (3) Developed an "Individual Earnings Record" form for the Comptroller. This form which was authorized for use in CIA by the General Accounting Office, will replace two forms now in use. The new form will be printed on two sides and serve as a record of an employee's pay for a two year period. [REDACTED] 25X1A9a
- (4) The Machine Records listing of forms used overseas was completed today. Two copies of the listing are being sent to us. At the request of Mr. [REDACTED] DDP, 25X1A9a
- ✓ all other copies will be held pending approval of the Security Office Notice concerning the forms referred to in the listing.

25X1A9a

Mr. [REDACTED] has requested that all DD/P Divisions and Staffs be given one copy of the listing. Seven or eight copies will be distributed to other Agency components.

25X1A9a [REDACTED]

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(5) Travel Order Form

- (a) Held two meetings with members of the Office of Communications.
- (b) Redesigned the form to meet Commo requirements.
- (c) Obtained the written concurrence of the Deputy Chief of Administration/OC who is acting as the OC spokesman on this project. His concurrence included a reservation for later consideration of the number of copies to be included in a set plus further study of the use of the terms "Requesting Official" and "Authorizing Official" as they apply to the form. [REDACTED]

25X1A9a

2. Assignments

a. Active

25X1A9a

- ✓ (1) Four Employee Suggestions are being evaluated. [REDACTED]

25X1A9a

- (2) Agency Chain Envelope [REDACTED] 25X1A9a

- ✓ (3) Fourteen new and eleven revised forms are pending.

25X1C4a

- ✓ (4) Forms aspect of the [REDACTED] Project. [REDACTED] 25X1A9a

- ✓ (5) Travel Order Form Revision. [REDACTED] 25X1A9a

- ✓ (6) Printing Services Division Survey. [REDACTED]

25X1A9a

3. News

25X1A9a

- a. Mr. [REDACTED] will serve as the Office of Security coordinator on overseas forms during Mr. [REDACTED] absence. [REDACTED]

25X1A9a

25X1A9a

- b. Ditto Inc., has developed a new combination offset and spirit master set. This set is unusual in that it can be run off on either or both multilith and ditto machines. We are exploring possible Agency application. [REDACTED]

25X1A9a

25X1A9a

Acting Chief, Forms Management Branch

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